



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
Division of Design Professionals
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920
Phone 401-462-9592 Fax 401-462-9532
www.bdp.ri.gov

**RHODE ISLAND STATE BOARD
OF REGISTRATION FOR PROFESSIONAL ENGINEERS**

APPLICATION FOR CERTIFICATION AS AN ENGINEER-IN-TRAINING (EIT)

Current requirements for E.I.T certification in Rhode Island are:

- An ABET-EAC accredited Bachelor's in Science engineering degree (or an acceptable equivalent) (or a graduate degree in an engineering curriculum that is ABET-EAC accredited at the undergraduate level COUPLED WITH either a non-ABET BS degree in engineering, a BS degree in engineering technology, or a BS degree in a related science).

***If your **only** degree is an engineering technology degree, you are not eligible for E.I.T certification in Rhode Island and you should not submit an application. This is a state law which neither the Board staff nor Board members may waive.

- Passing of the NCEES examination in the fundamentals of engineering (or twelve (12) years or more of active engineering practice under the oversight of a professional engineer, licensed in the discipline for which the applicant is applying, and indicating experience of a grade and character, satisfactory to the Board).

INSTRUCTIONS:

Complete checklist prior to sending in your application package:

- _____ Application completed in full
- _____ Educational Transcript in a sealed envelope from the institution, or mailed directly to the PE Board
- _____ Verification of FE results (Comity applicants, must provide verification from state board if taken in any other state. See Verification Form)
- _____ Tax Payer Affidavit
- _____ Three Character Reference Forms, one must be a registered Professional Engineer
- _____ Comity Applicants (EIT held in any other state requires a \$65.00 fee. Please include check made payable to the RI General Treasurer (EIT by Rhode Island exam has no fee))

GENERAL INFORMATION:

Date: _____ DOB: _____ Social Security #: _____

Name in full: _____ Email: _____

Home address: _____

Phone: _____ Cell number: _____

State of Legal Residence: _____

Have you ever filed an application with this State Board? _____ If yes, type of application _____ When _____

Have you been convicted or a felony or pleaded "Nolo contendere" to a criminal charge? _____

Have you been denied registration in any state? _____ What state and why? _____

EDUCATION:

***Please request an official transcript from attending college or university. It must be provided to the PE Board in a sealed envelope, or mailed directly from institution, to the address above.**

As of September 5, 2006, any degree from a foreign institution, the applicant must have his/her education evaluated through the NCEES Credentials Evaluations Service, <http://ncees.org/credentials-evaluations/> 280 Seneca Creek Seneca, CA 29678
Phone: 800-250-3196 / Fax: 864-654-6824. *Please note:* the RI State Board of Registration for Professional Engineers will only accept those evaluations dated from September 4, 2004 - September 4, 2006 from the Engineering Credentials Evaluations International (ECEI). Do not submit an application until you have received the result of NCEES's evaluation.

REFERENCES:

Name and addresses of three (3) character references, not relatives, at least one (1) of whom is a registered Professional Engineers, who has personal knowledge of your character and professional reputation and accomplishments. This is a state law which neither the Board staff nor Board members may waive.

Name	Contact information	PE, State and license #

Character Reference Form:

- Make as many copies of the Character Reference form as are necessary to meet the required, three (3) one (1) of whom must be a registered PE.
- Fill out page one (1) and the top of page two (2).
- Provide each of your references a Character Reference Form and a stamped business size envelope addressed to: Board of Registration for Professional Engineers, 1511 Pontiac Avenue, Bldg. 68-2, Cranston, RI 02920. Forms can also be emailed directly from your reference to: virginia.porter@dbr.ri.gov . Character Reference forms received by mail must be in individually sealed envelopes and have the reference signature across the envelope seal.
- A Character Reference Forms must match your list of references.

It is preferable for you to submit your Character Reference Forms along with your application in one large submission. However, these forms MUST be in separate envelopes bearing the appropriate signatures across the envelope seal.

EXAMINATIONS

Please list each and every time that you have taken **THE FUNDAMENTALS OF ENGINEERING** Examination.

Exam	Date	State	Results: Pass or Fail

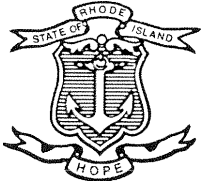
If additional room is needed, please submit on an additional piece of paper.

I am the applicant named in this application and certify under the pains and penalties of perjury that the foregoing is true and correct in every respect.

Name of Applicant: _____
Print Name

Signature: _____

Date: _____



Tax Payer Status Affidavit / Identity Verification

All persons applying or renewing any license, registration, permit or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number and Federal Tax Identification Number as appropriate. These numbers will be transmitted to the Division of Taxation to verify tax status prior to the issuance of a license. This declaration must be made prior to the issuance of a license.

Please return this affidavit along with your license application to: Rhode Island Department of Business Regulation, State Board of Registration for professional Engineers, 1511 Pontiac Avenue, Building 68-2, Cranston, RI 02920.

Licensee Declaration

- ☐ I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.
- ☐ I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.
- ☐ I am currently pursuing administrative review of taxes owed to the state.
- ☐ I am in federal bankruptcy. (Case # _____)
- ☐ I am in state receivership. (Case # _____)
- ☐ I have been discharged from Bankruptcy. (Case # _____)

Type of Professional License for which you are applying

Full Name (Please Print or Type)

Social Security Number
(or FEIN if appropriate)

Signature

Phone Number
(including area code if not 401)

Date



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Request for Verification

Applicant requesting status of registration/license/examination: (to be filled out by applicant)

Name:	Type of License/Registration
Street Address:	License/Registration #
City, State, Zip	Last four digits of SS#:
Date of Birth:	

Status of applicant's Certificate/Registration/License: (to be filled out by jurisdiction)

Record	Certificate #	Date Issued	Expiration	Disciplinary Actions
Engineer in Training EIT				Yes _____ No _____
Professional Engineer PE				Yes _____ No _____
Other				Yes _____ No _____

Disciplinary Actions: _____

Applicant's Examination Record: (to be filled out by jurisdiction)

Exam	Hours	Result	Date	NCEES Exam	Discipline
FE					
PE					
Other					

Remarks: _____

Processing Instructions

Return completed form to:	Attested by:	Board Seal:
RI Board of Registration for Professional Engineers 1511 Pontiac Ave. Bldg 68-2 Cranston, RI 02908 or scan and email to: virginia.porter@dbr.ri.gov	:	
	Name:	
	Title:	
	Signature:	
	Date:	



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**RHODE ISLAND STATE BOARD
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Character Reference Form

RE: _____
(Name of Applicant)

Dear Sir/Madam:

The individual whose name is given above has applied to this Board for licensure to practice Professional Engineering in the State of Rhode Island and has either given your name as a reference or has stated that he/she worked for or with you. We therefore request your assistance in filing out this form with sincere and conscientious consideration of the need for accurate data and for objective appraisal of the applicant's ability and/or potential to practice Engineering.

The applicant has been instructed to provide a stamped addressed envelope. Please seal the envelope and sign your name across the envelope seal.

Very truly yours,

Board of Registration for Professional Engineers

Character Reference Form

Applicant's Name: _____

1. Are you a licensed Professional Engineer? Yes: _____ State: _____ License # _____
No.: _____

2. I know this applicant (circle one):

- a. Very well
- b. Well
- c. Slightly
- d. Not at all

3. My contact with the applicant was from _____ to _____
Date Date

4. What is your opinion of the applicant's personal integrity and character?

5. Considering the need to protect public health, safety and welfare, in my opinion this applicant would rank in professional competence and responsibility as shown(circle one):

- a. Qualified
- b. Additional Experience Needed
- c. Unqualified
- d. I do not have sufficient knowledge on which to base an answer

6. Any additional remarks:

Name: _____

Phone/email: _____

Signature: _____

Date: _____

Engineers, please place seal here:

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